

space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

#### **Acoustics**

This will be a moderately noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

#### **HVAC**

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

#### **Illumination**

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

#### **Telecommunications**

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

#### **Security**

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

#### **Signage**

Required signage includes a well-lighted area directional and identification sign which can be



seen from the Children's Entrance, Children's Desk, Children's Collection and Seating Area, Juvenile Collection and Seating Area, and Children's OPAC Area. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Reference Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Encyclopedias" or "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve library materials"), and donor recognition plaques.

## **Furniture & Equipment and Shelving Units**

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<b>Description of Shelving Units</b>			
<b>36" Aisle SF 66"H Steel Shelving W/ 5 Shelves</b>	<b>3</b>	<b>12</b>	<b>36</b>
3'W x 12"D unit w/end panels & canopy top			
300 Children's Reference			

## **Description of Furniture & Equipment Units**



**Functional Activity**

This area of the Children's Library houses the print collections for young children. The collections consist primarily of picture books, easy readers, and award winning books. There will also be space for seating for children and their parents. Young children will select reading materials with the assistance of their parents and library staff. Parents will frequently sit down and read books with or to their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

**Anticipation**

Chair, Lounge: 3  
Sofa (2) seater: 2

**Collection**

This area will house picture books, easy readers

**Relationships**

The Children's Collection and Seating Area needs to be close to the Children's Entrance and adjacent to the Children's Desk so that staff can supervise the area and assist young children.

**ADJACENT:**

Children's Desk

**CLOSE:**

Children's Entrance (Interior)

**PROXIMITY:**

Children's AV Collection & Seating  
Children's On-line Public Access Catalog (OPAC)  
Children's Rest Room

**Flexibility**

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

**Fenestration**

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

**Finishes**

This space should be colorful and playful and should be designed around a theme that is appealing to young children. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

**CEILING:**

Acoustical tile

**WALLS:**

Vinyl or Fabric with tackable panels for sound absorption; Vinyl or carpet cove base; Hanging track

**FLOOR:**

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

**Access**

The Children's Collection and Seating Area must be accessible by means of a 36" minimum



aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

If no other equal seating is available, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

This will be a highly noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.



Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

#### Security

This area will be supervised by the staff at the Children's Desk and possibly the Circulation Desk. Sight lines from the Children's Desk to the Children's Collection & Seating area should not be obstructed.

#### Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance, OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Children's Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Picture Books," "Easy Readers," and "Award Winners." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Quiet Please"), changeable and permanent information signs (e.g., "Please do not Reshelve library materials"), and donor recognition plaques.

#### Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b>Description of Shelving Units</b>			
<b>36" Aisle DF 45"H Steel Shelving W/ 6 Shelves</b>	<b>10</b>	<b>18</b>	<b>180</b>
3'W x 24"D unit w/end panels & canopy top			
3570 Children's Picture Books			
<b>36" Aisle DF 45"H Steel Shelving W/ 6 Shelves</b>	<b>8</b>	<b>18</b>	<b>144</b>
3'W x 24"D unit w/end panels & canopy top			
2590 Children's Easy Readers			
<b>36" Aisle SF 60"H Steel Shelving W/ 4 Shelves</b>	<b>1</b>	<b>12</b>	<b>12</b>
3'W x 12"D unit w/end panels & canopy top			
149 Audio Compact Disc (CD)			
<b>36" Aisle SF 66"H Steel Shelving W/ 5 Shelves</b>	<b>3</b>	<b>12</b>	<b>36</b>
3'W x 12"D unit w/end panels & canopy top			
385 Video Cassette			
<b>36" Aisle SF 66"H Steel Shelving W/ 5 Shelves</b>	<b>1</b>	<b>12</b>	<b>12</b>



## **Furniture & Equipment and Shelving Units**

	<b>UNIT QTY</b>	<b>UNIT Sq. Ft.</b>	<b>EXTENDED Sq. Ft.</b>
3'W x 12"D unit w/end panels & canopy top			
128 Audio Cassette			

### Description of Furniture & Equipment Units

<b>Chair, Lounge</b>	<b>3</b>	<b>35</b>	<b>105</b>
36"w x 36"d			
<b>Sofa (2 Seat)</b>	<b>2</b>	<b>55</b>	<b>110</b>
56"w x 32"d			



## Functional Activity

This area of the Children's Library houses the print collections for older children (ages 7 - 12 ). The collections consist of fiction books, Newbery Award books, story books, magazines, and non-fiction books. There is seating for older children to read and study. The library staff will assist by finding books on specific subjects or at appropriate reading levels. Since these children are old enough to begin searching for their own materials, they may locate the materials in the stacks by themselves.

## Occupancy

Chair, Juvenile: 32

## Collections

This area will house 17,250 items. Items will include Fiction, Non-Fiction materials.

## Relationships

The Juvenile Collection and Seating Area should be close to the Children's OPACs and Internet workstations since children of this age will be able to use them unassisted. It should be in the proximity of the Children's Desk, but the collection size and organization of the space may require it to be somewhat removed. This space should be visible from the Children's Entrance. It should be in the proximity of the Homework Center since students in the Homework Center will use materials in the Juvenile Collection.

## CLOSE:

Children's On-line Public Access Catalog (OPAC)

## PROXIMITY:

Children's Desk

Children's Reference Collection & Seating

## Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

## Lighting

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

## Finishes

This space should be designed to appeal to older children who are too old for the Children's Library, but not quite yet ready for the Young Adult Collection. The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

## CEILING:

Acoustical tile

## WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption;  
Hanging track; Vinyl or carpet cove base

## FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

## Access

The Juvenile Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60"



wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

#### **Acoustics**

This will be a noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

#### **HVAC**

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

#### **Lighting**

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

#### **Telecommunications**

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data





drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

#### Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

#### Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, Children's Entrance, Children's OPAC Area, Children's Desk and Children's Reference Area. This directional sign ("Juvenile Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Juvenile Collections") must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Juvenile Biography," "Juvenile Non-Fiction," and "Juvenile Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do Not Reshelve Library Materials"), and donor recognition plaques.

#### Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
<b>Description of Shelving Units</b>			
<b>36" Aisle DF 66"H Steel Shelving W/ 10 Shelves</b>	<b>27</b>	<b>18</b>	<b>486</b>
3"W x 24"D unit w/end panels & canopy top			
10260 Juvenile Non-Fiction			
<b>36" Aisle DF 66"H Steel Shelving W/ 10 Shelves</b>	<b>16</b>	<b>18</b>	<b>288</b>
3"W x 24"D unit w/end panels & canopy top			
5890 Juvenile Fiction			
<b>36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelves</b>	<b>2</b>	<b>12</b>	<b>24</b>
3"W x 12"D unit w/ flip up sloping shelf & shelf underneath			
10 Children's Current Magazines			
<b>36" Aisle SF 66"H Steel Shelving W/ 5 Shelves</b>	<b>4</b>	<b>12</b>	<b>48</b>
3"W x 12"D unit w/end panels & canopy top			
800 Juvenile Paperbacks			

#### Description of Furniture & Equipment Units

<b>Chair, Juvenile</b>	<b>32</b>	<b>0</b>	<b>0</b>
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## Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
16"w x 16"d x 16-18"h			
Table, Juvenile	8	80	640
60"w x 30"d x 27"h (4 Person)			



**FUNCTIONAL ACTIVITY**

The primary function of this division is to efficiently handle the circulation of the library's book, magazine and audio-visual collections. This includes the following tasks:

1. Library patrons checking-out library materials at the Circulation Desk and self check-out units.
2. Library staff checking the materials back in.
3. Library staff sorting the various materials.
4. Library staff reshelving the collections in their proper locations.
5. Routine business transactions including registration, payment of fines and fees, holds and reserves, etc.

Careful attention must be given to the workflow in the Division. It is critical to the operation of the library that the process of circulating library materials works smoothly and efficiently. Poor organization will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use.

**SPATIAL RELATIONSHIPS**

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

**ADJACENT:**

Library Entrance  
Staff Workroom  
Browsing

**CLOSE:**

Children's Library  
Reference Services

**PROXIMITY:**

Community Room

<b>DIVISION SPACE SUMMARY</b>		<b>Sq. Ft.</b>
<b>Book Return Room</b>		60
<b>Circulation Desk</b>		516
<b>Computer/Telecommunications Room</b>		70
<b>COPY CENTER</b>		132
<b>Staff Lounge</b>		305
<b>Staff Rest Rooms</b>		N/A
<b>Staff Workroom</b>		501
<b>TOTAL:</b>		<b>1,584</b>



**Furniture & Equipment and Shelving Units**

<u>Description of Furniture &amp; Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
AV Bin, Depressible	1	20	20
Book Bin, Depressible	2	20	40



**Functional Activity**

The Circulation Desk is the first public service point that patrons will see when entering the library. It must present a well-organized, business-like appearance and provide an efficient work area for checking-out library materials. Library patrons bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff return the materials to the patron. The Circulation Desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, telephones, printers, or security equipment on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelving for equipment that is not located on the desktop.

In addition to checking-out materials, library patrons will be able to pick up materials that are being held for them on reserve, register for library cards, and complete routine business transactions such as the payment of fines and fees. Library patrons will also be able to use self-checkout machines in this area.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of portable traffic control posts, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library, i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

**Equipment**

TECHNOLOGY WORKSTATIONS: 1

PUBLIC SERVICE DESK WORKSTATIONS: 3

**Relationships**

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the inventory control gates and the entrances to the Public Rest Rooms.

The Circulation Desk should be adjacent to the Staff Workroom, and close to Book Return Room and the Copy Center. It should be close to the AV Collection and Seating, New Book Display Area, and the Children's Entrance.

**ADJACENT:**

Public Entrance & Lobby  
Staff Workroom

**CLOSE:**

AV Collection & Seating  
Book Return Room  
Children's Entrance (Interior)  
Copy Center  
New Book Display

**PROXIMITY:**

Current Magazine & Newspaper Display & Seating  
Fiction Collection & Seating  
Non-Fiction Collection & Seating  
Public Rest Rooms  
Young Adult Collection & Seating

**Flexibility**

The Circulation Desk is frequently remodeled and expanded when the library expands. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes



necessary in the future.

#### **Fenestration**

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

#### **Finishes**

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

#### **CEILING:**

Acoustical tile

#### **WALLS:**

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

#### **FLOOR:**

Anti-static carpet tile, Vinyl tile, Linoleum, Cork, Stone or unfinished quarry tile; Anti-fatigue mats at staff workstations

#### **Access**

The Circulation Desk will be accessible by means of a 36" minimum aisle. The will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters. If a self checkout system is provided, at least one must be accessible with a counter no higher than 28" to 34" high and a knee clearance of at least 19" of clear space. Signage will meet requirements as outlined in the Signage Space Detail.

#### **Acoustic**

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

#### **HVAC**

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the staff workstations.

#### **Illumination**

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Circulation Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

#### **Communications**

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

#### **Security**

The staff at the Circulation Desk supervises much of the public area just inside the entrance from the lobby. Access to patrons who are exiting the building after activating the inventory control system alarm is important. The staff should be able to see a major portion of the lobby, the entrances to the library, and the entrances to the Public Rest Rooms. If the library



has a video surveillance system, the security monitors may be located at the Circulation Desk. If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

### Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby and Library Entrance. This directional sign ("Circulation Desk" or "Customer Service") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Returns," "Patron Registration," and "Checkout" and a sign for any return slot. Changeable insert sign system is required for stack end panels for collections held behind the Circulation Desk. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, visible pictogram flag signs for elevators or rest rooms, and an emergency evacuation map. Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Internet Classes on Saturday."

### Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
Bar Code Reader, Fixed Mount	2	0	0
Book Bin, Depressible	2	0	0
In Circulation Desk			
Book Truck	8	10	80
36" w x 24" d			
Cash Register	1	0	0
Chair, Task	2	0	0
Low back mid-quality with casters 25" w x 25" d			
Chair, Visitor's	1	0	0
Clock	1	0	0
Wall-mounted			
Computer, Staff Desktop	2	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Mat, Anti-fatigue	2	0	0
Printer, Ink-Jet (B&W)	2	0	0
Printer, Receipt	2	0	0
Queuing Space (Per Person)	10	6	60
Recycling Bin	1	15	15
Security System Gates, Inventory Control	1	75	75
Three gates (two corridors) 83" w x 26" d x 70" h			
Self Check-Out Counter	3	30	90
4' w x 30" d - against wall			
Self Check-Out Machine	3	0	0



## Furniture & Equipment and Spacing Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
25" w x 29" d x 27" h - counter top unit			
<b>Shelving, SF 84" h Steel W/ 6 Shelves</b>	<b>3</b>	<b>12</b>	<b>36</b>
3' w x 12' d unit			
<b>Telephone Handset</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Workstation, Circulation Check-Out Desk</b>	<b>2</b>	<b>80</b>	<b>160</b>
6' w x 30" d w/ 7' behind desk & 3.5' in front			





**Functional Activity**

This room is where the network, systems, and telecommunications equipment is housed to support the library's electronic capabilities. This room is the main point of entry to the building for data, telephone, and security system lines.

**Relationships**

This space must be in a secured non-public area, adjacent to and easily accessible from the Circulation Workroom. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300 feet.

**ADJACENT:**

Circulation Workroom

**Flexibility**

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

**Fenestration**

No Windows.

**Finishes**

This is not a public area and will be minimally finished since it is primarily a room for equipment.

**CEILING:**

Acoustical tile

**WALLS:**

Paint (Latex semi-gloss recommended)

**FLOOR:**

Vinyl tile, sheet vinyl, linoleum, or anti-static carpet tile

**Access**

The Computer/Telecommunications Room will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

**Acoustics**

Given the prevalence of noisy printers and computers, moderate to high acoustical dampening strategies should be employed here. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

**HVAC**

This room requires a separate zone with individual thermostat. Temperature to be constant at 70 to 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment. A backup HVAC system is recommended.

**Illumination**

Light levels should average 30 to 40 foot candles with 50 foot candles preferred over work surfaces. Because of the large number of computer screens in this room and the long periods of use, the lighting should be dimmable so that the computer technicians can control the light level.

#### Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the staff workstation location. This outlet should be mounted either 6" above the work surface or at 15" above the finished floor.

Provide one wall-mounted telephone connection adjacent to the equipment racks and cabinets, and one quad communications outlet (four data) co-located with associated power on each of the walls for associated hardware such as printers and servers.

#### Security

This is a high security area. Only authorized staff should have access to the room. The room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, supplemented by a security alarm. A dry standpipe fire suppression system to protect the equipment from water damage in the event of fire is required.

#### Signage

Required signage includes a permanent room identification sign ("Computer Room - "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

#### Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
<b>Fire Extinguisher, Halon</b> Hand-held, wall-hung unit	1	0	0
<b>Router/Switch</b> Rack-mounted - 8"w x 20"d x 24"h	1	0	0
<b>Telecommunications Backboard</b> 8"w x 8'h wall-mounted fire-rated plywood	2	28	56
<b>Telecommunications Equipment/Hub/ Multiplexer</b> Rack mounted or desktop	1	0	0
<b>Telephone Handset</b>	1	0	0
<b>Uninterruptible Power Supply (UPS), Multiple Devices</b> Floor mount - 12"w x 24"d x 72"h	1	10	10
<b>Waste Basket</b> 13"w x 15"d x 15"h	1	4	4



**Functional Activity**

The Copy Center will provide a separate room or area where library patrons can copy library materials and materials of their own. Some sound attenuation will be required, particularly if this is an open area and not an enclosed room. This room may require display and storage space for tax forms if they are provided in paper format. The room should provide a work counter for sorting and collating, pasting and laying out projects, and organizing large jobs. The layout of the room must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the room for recycling bins, change machines, card vending machines, and other equipment as necessary. There must be a logical way for patrons to queue either inside or just outside the room during busy periods.

**Relationships**

The Copy Center should be visible from the Public Entrance and Lobby and the Circulation Desk, and just off of the main traffic path. Staff at the Circulation Desk should have sight lines into the Copy Center since they will provide supervision and assistance.

**CLOSE:**

Circulation Desk  
Public Entrance & Lobby  
Reference Collection & Seating  
Teen Corner  
Browsing

**AWAY:** Children's Library**Flexibility**

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

**Lighting**

Windows which allow the staff to supervise this room are essential.

**Furniture**

The public will utilize this area quite literally hundreds of times each day. The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. It will be the primary destination for many patrons, and requires careful attention to layout, clean appearance, and extremely durable materials.

**CEILING:**

Acoustical tile

**WALLS:**

1/2 Glass wall; Paint (Latex semi-gloss recommended); Vinyl, Sisal or  
Fabric wall covering with acoustical panels for sound absorption;  
Tackable surfaces

**FLOOR:**

Vinyl Tile; Anti-static carpet tile or heavy weight commercial  
anti-static carpet w/ enhanced backing (No carpet pad permitted)

**Access**

The Copy Center will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet requirements as outlined in the Signage Space Detail.



#### Acoustics

This is a very noisy space because of the high use, the copy machines, and conversations between patrons and staff. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. In addition to acoustical treatment of floors and ceilings, acoustical panels in the walls to help absorb noise should be considered.

#### AV/C

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover.

#### Illumination

Standard non-glare lighting at 30 to 40 foot candles. Consider occupancy sensors or motion detectors for energy savings.

#### Telecommunication

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

#### Security

This area will be supervised by staff at the Circulation Desk. Sight lines from the Circulation Desk to this area, which should be glass-enclosed, must be unobstructed.

#### Signage

Required signage includes a permanent room identification sign ("Copy Center") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Additional requirement includes area identification flags with universal symbol wall-mounted (perpendicular) in the major traffic paths.

#### Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
<b>Book Truck</b> 36"w x 24"d	1	10	10
<b>Change Machine (Bill &amp; Coin)</b> Wall-mounted, 12"w x 15"d x 22"h	1	15	15
<b>Copier, B&amp;W Freestanding</b> Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
<b>FAX Machine, Desktop Coin-Operated</b> 18"w x 17"d x 13"h	1	0	0
<b>Fax Stand</b> 24"w x 16"d x 28"h	1	20	20
<b>Recycling Bin</b>	1	15	15
<b>Supply Cabinet</b> 36"w x 30"d	1	18	18
<b>Vendor Card Encoder/Dispenser</b> Wall-mount	1	0	0
<b>Waste Basket</b>	1	4	4



**Furniture, Equipment and Shelving Units**

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
13"w x 15"d x 15"h			



## Staff Lounge

### Functional Activity

The staff lounge serves as an area for staff to take breaks.

### Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
Bulletin Board	1	0	0
Chair, Café	4	0	0
Chair, Staff Lounge 36"w x 36"d	4	35	140
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
Garbage Bin, Interior	1	15	15
Hot Water Urn	1	0	0
Kitchen Unit 52"w x 26"d x 84"h w/ sink, 2 stove top burners & refrigerator	1	25	25
Locker Unit 12"w x 12"d x 62"h (Two 30"h lockers)	12	5	60
Mirror Full length	1	0	0
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Table, Café Staff (4) - 36" diameter	1	65	65
Telephone Handset	1	0	0



**Furniture & Equipment and Shelving Units**

Description of Furniture & Equipment Units	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
<b>Commode</b>	1	0	0
Rest room			
<b>Mirror</b>	1	0	0
Full length			
<b>Mirror, With Shelf</b>	1	0	0
Above counter			
<b>Paper Towel Dispenser</b>	1	0	0
Wall-mounted			
<b>Sink And Counter</b>	1	0	0
Rest room			
<b>Soap Dispenser</b>	1	0	0
5'w x 4'd x 10'h - Wall-mounted			



## Staff Workroom

### Functional Activity

The staff workrooms function is to provide space for library staff to complete assignments during off desk hours.

### Occupancy

Chair, Task: 5

### Relationships

ADJACENT: Circulation Desk  
Branch Librarian's Office

### Flexibility

This room is not expected to increase in size

### Fenestration

No windows

## Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
AV Bin, Depressible	1	20	20
Book Bin, Depressible	1	20	20
Book Truck 36"w x 24"d	8	10	80
Button Making Machine	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	24	0	0
Cabinets, Below Counter 1 linear foot x 24"d	24	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	5	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	5	0	0
Desk, Clerical 60"w x 30"d	2	55	110
Paper Cutter	1	0	0
Printer, Laser (B&W)	2	0	0
Printer, Receipt	3	0	0
Recycling Bin	1	15	15
Safe, Wall 17"w x 16"d x 13"h	1	0	0
Security System Book & Media Resensitizer Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC	3	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	4	12	48
Sink	1	18	18





**Furniture 8. Equipment and Shelving Units**

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" w x 24" d - In counter			
<b>Waste Basket</b>	<b>5</b>	<b>4</b>	<b>20</b>
13" w x 15" d x 15" h			
<b>Workstation, Circulation Check-In Counter</b>	<b>3</b>	<b>40</b>	<b>120</b>
6" w x 30" d - against wall			
<b>Workstation, Sorting Counter</b>	<b>1</b>	<b>50</b>	<b>50</b>
7" w x 30" d - against wall			

